



# Engineers R Us

## Health and Safety Policy

Gian Campetti trading as Engineers R Us considers health and safety to be of utmost importance. We comply with The Health and Safety at Work Act 1974 and the Workplace (Health, Safety and Welfare) Regulations 1992 at all times.

This Policy has been reviewed and updated to implement reasonable steps and protective measures to reduce the health and safety risks to children and adults in my sessions.

Engineers R Us follows this **Health and Safety** policy which is committed to:

- Maintaining a safe environment for children and adults that attend my sessions.
- Taking reasonable care for the health and safety of myself and others attending my sessions.
- Reporting all accidents and incidents which have caused injury or damage or may do so in the future.
- Undertaking relevant health and safety training when necessary.
- I hold a relevant safeguarding children certificate, first aid trained and enhanced DBS certificate.
- Holding an up-to-date certificate of public and products liability insurance with a limit of indemnity of £5,000,000.

### Responsibilities of Gian Campetti trading as Engineers R Us

Gian Campetti trading as Engineers R Us holds ultimate responsibility and liability, as reasonably practicable, for the safe operation of my sessions. I will ensure, as reasonably practicable, that:

- The health and safety policy and procedures are reviewed regularly.
- Resources are provided to meet my sessions health and safety responsibilities where appropriate.
- All accidents, incidents and dangerous occurrences are properly reported and recorded. This includes child protection agencies and the Health and Safety Executive under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995) where appropriate.
- All reported accidents, incidents and dangerous occurrences are reviewed, so that preventative measures can be taken.

### Responsibilities of Gian Campetti trading as Engineers R Us

I will ensure, as reasonably practicable, that at each of my sessions:

- The relevant parts of the school premises are clean, well lit, adequately ventilated and maintained at an appropriate temperature.
- The space is used solely for the club when children are present.
- To check with the school the location of the designated toilet facilities.
- To check with the school the location of the medical room where unwell children are moved to whilst they wait for their parent/carer to collect them.
- All the club's equipment is safely and securely stored during the session.
- If applicable, tables and chairs arranged and suitably spaced
- A working telephone is available on the premises at all times.
- Daily environment checks are carried out.

### Security

Children are not allowed to leave the session designated location during the session unless prior permission has been given by the parents and escorted out of the building by me or a school teacher or member of staff.

During Club sessions all site perimeter doors/gates are locked as per school safety policy, with the exception of fire doors. Entrances and exits to the club room will be monitored throughout the session.

Security procedures will be regularly reviewed in accordance with school policies and advice.

## **Fire evacuation**

The first duty we have is to evacuate all the children from the school as quickly as possible.

- If we discover a fire, sound the alarm in the quickest possible way.
- Take the children out to the assembly point. Do not stop to collect belongings and do not allow anyone to re-enter the building.
- Take the register and ensure that all children have been safely evacuated.
- Parents/carers will be contacted to collect children immediately.

## **Accidents and first aid**

If a child has an accident or feels unwell during the session, they should make me aware so that I will be able to assist. All accidents are recorded and parent/carer will be made aware.

A child that is feeling unwell during the session will be assisted to the school office where they will be moved to sick room to wait for their parent/carer to collect them.

If there is a more serious accident, I will stay with the child and 2 children will be sent to the office to ask for assistance.

A child may be given a special note or a copy of the accident record, if the first aider feels that the child's parent should be informed of illness or an accident that occurred during the session. This is compulsory if a child has received a bang on the head. In the case of serious accident, the office or other responsible adult will inform the parents immediately.

As part of my booking process for the child to participate in the club, it is requested any medical requirements/conditions that the child may have be revealed. Any further details about their medical requirements may require the parents to complete a medical form.

## **Administration of Medicine**

Only prescription medicine will be given to children with the correct parental permission form. Any medicine that a child needs to take should be planned in such a way that it does not need to be taken during my club session.

## **Nut Policy**

Gian Campetti trading as Engineers R Us is a nut free club. No nuts or sesame products are allowed to be consumed during my session.

## **Jewellery Policy**

Children are not allowed to wear jewellery of any kind during the session, as it may represent a hazard for their safety.

## **Mobile Phones**

Once these have been collected from the office by the children that possess a mobile phone, these will remain turned off and safely stored with their belongings during the session.

## **Hot drinks**

No hot drinks will be allowed in the club room.

## **Equipment**

The club uses all its own resources and teaching equipment. All equipment will be kept clean, well maintained and in good repair. During the session I will monitor that equipment is being used safely. If any equipment breaks it will be removed promptly. All equipment provided by the Club will be suitably cleaned after the session.

## Food and personal hygiene

We maintain high standards of personal hygiene, and take all practicable steps to prevent and control the spread of infection.

- A generally clean environment is maintained at all times.
- Children can bring snacks and drinks into the Club however these cannot be shared and hands will need to be cleaned before and after consumption.
- Toilets are cleaned daily and soap and hand drying facilities are always available.
- A designated toilet for the children in the Club to use will be agreed with the school.
- Children visiting the toilet will be limited to 1 boy and girl at a time and children will be encouraged to wash hands thoroughly, with soap and running water for 20 seconds, after using toilet facilities.
- Cleaning hands more often than usual. Children will be encouraged to use hand sanitiser (as provided by the Club) prior to the session starting.
- Ensuring good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach. Disposable tissues will be available and provided by the club.
- Waste is disposed of safely.
- Cuts and abrasions (whether on children or staff) are kept covered.

## Dealing with body fluids

Spillages of blood, vomit, urine and faeces will be cleaned up immediately.

## Staffing levels

Levels of supervision are always appropriate to the number, ages and abilities of the children present, and to the risks associated with the activities being undertaken.

If a child has one to one support at school, I cannot offer that support during my session or tailor any of my sessions/activities to meet any specific needs the child may have. If the parents/guardians would like their child to attend the club, then the parents/guardians of the child must discuss and agree with the school and Gian Campetti how the appropriate support will be provided for the child during the club. Any acceptance is at the discretion of Gian Campetti.

If a child has a physical disability and the parents/guardians would like their child to attend the club, then the parents/guardians of the child must discuss and agree with the school and Gian Campetti how the appropriate support will be provided for the child during the club. Any acceptance is at the discretion of Gian Campetti.

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| This policy was adopted by: Gian Campetti trading as Engineers R Us | Date: January 2026    |
|                                                                     | Signed: Gian Campetti |